

MANSFIELD TOWNSHIP COMMITTEE MEETING

November 14, 2018

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES:

Mrs. Mora Dillon made a motion to approve the minutes from the regular meeting held on October 24, 2018, which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: Mr. Misertino

Mrs. Mora Dillon made a motion to approve the minutes from the Executive Session that was held on October 24, 2018, which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: Mr. Misertino

BILL LIST:

Mrs. Mora Dillon made a motion to approve the bill list, which was seconded by Mayor Watters.

Ayes: Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: Mr. Misertino (Mt Bethel Church Bill)

Absent: Mr. Hayes

Abstain: Mr. Farino

CLERKS REPORT:

Ms. Hrebenak had nothing to report.

EMPLOYEES REPORTS:

Mrs. Fascenelli stated that at the Township shredding event totaled 4830 lbs. There was a total of 2.42 tons of confidential documents that were shredded from within Township Offices and the Township residents.

Mrs. Fascenelli stated that the Electronic waste event is being held this Saturday at the DPW building.

ENGINEERS REPORT:

Mr. Kastrud went through his report with the Township Committee.

Tax maps are done and there will be a meeting with the surveyor to go thru changes to the 7 sheets

ADA plan is being completed.

Valley Road drainage project is complete.

Allen Road bridge waiting for information from Warren County.

Mrs. Mora Dillon presented awards to the Wolverines Softball team for winning the Jefferson Township Fall League competition.

PUBLIC PORTION:

Mayor Watters opened the floor for public comment; seeing none the public portion was closed.

RESOLUTION

RESOLUTION 2018-151

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY**

**RESOLUTION AUTHORIZING CANCELLATION OF A SHARED SERVICES AGREEMENT AND RECEIVABLE
BALANCE**

WHEREAS, the Township of Mansfield and the Township of Washington (Morris County) entered into an agreement for a Planning and Zoning Board Secretary for 2018; and

WHEREAS, the terms that were outlined in the Shared Services Agreement for 2018 have been mutually dissolved and there no longer exists a need for the agreement; and

WHEREAS, per the agreement, there remains a receivable balance which will not be collected due to the dissolution of the agreement;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Shared Services Agreement between the Township of Mansfield and the Township of Washington (Morris County) be cancelled and that the balance of the receivable in the amount of \$ 7,500.00 also be cancelled.

**TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION # 2018 –152**

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality

when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield received \$ 5,222.99 for a Drunk Driving Enforcement Fund and wishes to amend its 2018 budget to include a portion of this amount as a revenue

NOW, THERE, BE IT RESOLVED that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$ 5,222.99 that is now available as revenue from:

Miscellaneous Revenues
Special Items of General Revenue Anticipated with Prior Written Consent
Of the Director of Local Government Services:
Public and Private Revenues Offset with Appropriations:
Drunk Driving Enforcement Fund

BE IT FURTHER RESOLVED, that a like sum of \$ 5,222.99 be and the same is hereby appropriated under the caption of:

General Appropriations
Operations – Excluded from caps Public and Private Programs
Offset by Revenues:
Drunk Driving Enforcement Fund

BE IT FURTHER RESOLVED, that the Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

**RESOLUTION 2018-153
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

DECLARING AN EMERGENCY FOR PURPOSES OF AWARDING A CONTRACT FOR EMERGENCY DATA RECOVERY

WHEREAS, the Township Committee of the Township of Mansfield finds and declares an emergency situation has developed with a need for emergency data recovery in the Police Department; and

WHEREAS, the Township Committee further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

WHEREAS, the Township Committee further finds and declares that N.J.S.A. 40A:11-6 authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

WHEREAS, the Township Committee further finds and declares that the Police Chief has recommended that the aforementioned emergency data recovery be remediated by Computer Square, Inc.;

WHEREAS, the Township Committee further finds and declares that the Police Chief has correctly recommended that the aforementioned data recovery be remediated through the award to Computer Square, Inc. and;

WHEREAS, the emergency cost is to be funded through account number 8-01-25-240-0000-4060 and the Chief Financial Officer has certified availability of the funds;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby declare the existence of an emergency warranting the data recovery as soon as possible and does hereby award said project to Computer Square, Inc.

CHIEF FINANCIAL OFFICER CERTIFICATION

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that adequate funds will be made available for the above referenced purchase in the amount not to exceed \$ 15,000.00. The appropriation will be made available through the following account:

8-01-25-240-0000-4060	Police Department O/E Account	\$ 15,000.00
	Office Machine Maintenance	

RESOLUTION 2018-154

A RESOLUTION AUTHORIZING IN-REM FORECLOSURE PROCEEDINGS

WHEREAS, the Certified Tax Collector of the Township of Mansfield has prepared the attached in-rem Tax Foreclosure list, and;

WHEREAS, it is the desire of the Township Committee to institute an in-rem tax foreclosure proceeding against the properties as set forth,

WHEREAS, it is in the best interest of the municipality to institute said proceedings,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 14th day of November 2018 that the Tax Sale Certificates on the attached Tax Foreclosure List, now held by the Township of Mansfield be foreclosed by summary proceedings, in-rem, and as described and set forth in NJS 54:5-104 et seq., as amended, and pursuant to the Rules of Civil Practice of the Supreme Court of the State of New Jersey.

RESOLUTION # 2018 –155 TO AUTHORIZE AND APPROVE AN HOURLY RATE FOR AN EMPLOYEE

WHEREAS, Ordinance # 2016-13 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2018, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Lynn A. Alcamo-Koster	Violations Clerk	\$ 15.00 Per Hour Commencing 10/29/18 21 Hours Per Week

RESOLUTION # 2018- 156
FOR TRANSFER OF FUNDS
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, there are insufficient funds in some of the 2018 budget line items; and

WHEREAS, N.J.S.A. 40A:4-58 permits the transfer of funds from accounts with a surplus to cover such demands,

NOW, THEREFORE BE IT RESOLVED, (not less than two-thirds of all members thereof affirmatively concurring) that the Chief Financial Officer of Mansfield Township, County of Warren, State of New Jersey, is hereby authorized to make the following transfers in accordance with the provision of this resolution:

CURRENT FUND		
<u>Account:</u>	<u>From:</u>	<u>To:</u>
Planning Board S&W	\$10,200.00	
Police S&W	\$10,000.00	
DPW S&W	\$ 2,085.00	
Planning Board OE		\$ 2,375.00
Engineering OE		\$ 9,250.00
Prin on Bonds		\$ 10.00
Int on Notes		\$ 150.00
Police OE		\$10,000.00

Water Testing OE \$ 500.00

TOTALS \$22,285.00 \$22,285.00

**RESOLUTION 2018 –157
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

UPDATING TOWNSHIP’S PROPERTY TAX MAPS

WHEREAS, the Township of Mansfield is desirous of updating the township’s property tax maps; and

WHEREAS, the Township of Mansfield has received a proposal from the Township Engineering for property tax map updating; and

WHEREAS, the project can be completed in phases until the maps are completed;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorizes Christian M. Kastrud, Township Engineer, to perform Phase II of the tax map updating project in the amount of \$ 9,250.00.

CHIEF FINANCIAL OFFICER CERTIFICATION

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that adequate funds will be made available for Phase II of updating the township’s property tax maps in the amount not to exceed \$ 9,250.00. The appropriations will be made available through the following account:

8-01-21-180-0000-4480	Planning Board O/E Municipal Planner	\$ 9,250.00
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**RESOLUTION 2018-158
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY
AUTHORIZING THE APPOINTMENT OF WAYNE R. JARVIS TO ASSIST THE TOWNSHIP WITH A TOPO-
GRAPHIC STUDY FOR PARKING FOR MOUNT BETHEL CHURCH (BLOCK 901 LOT 23)**

WHEREAS, it has been recommended that the Township of Mansfield retain professional services to assist the Township of Mansfield with a topographic study for parking at the Mount Bethel Church; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for this service, said funds to be encumbered from account number T-12-56-289-0375-4043 (Open Space Trust Account) in the amount of \$ 2,600.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that Wayne R. Jarvis (Professional Land Surveyor) be appointed to provide a topographic study for parking at the Mount Bethel Church.

RESOLUTION 2018-159

A RESOLUTION AUTHORIZING THE TAX COLLECTOR AND QUALIFIED PURCHASING AGENT TO SOLICIT PROPOSALS FOR A PROFESSIONAL TO PERFORM THE IN REM FORECLOSURE PROCEEDINGS

WHEREAS, the Committee for the Township of Mansfield has approved an In Rem Foreclosure List as provided by the Tax Collector; and

WHEREAS, the Township of Mansfield must engage a firm or individual to perform the In Rem Foreclosure Proceedings obtained through a proposal process; and

WHEREAS, a proposal for said work must be prepared and advertised to solicit a firm or individual to perform the In Rem Foreclosure proceeding;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 14th day of November 2018 that the Tax Collector and the Qualified Purchasing Agent are authorized to solicit proposals from professionals to perform the In Rem Foreclosure Proceedings for 2018 and to make a recommendation to the Township Committee

RESOLUTION # 2018-160 TOWNSHIP OF MANSFIELD WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Block 1501 Lot 9.01 was subdivided in 2017 to create a number of various lots;

WHEREAS, the Tax Assessor entered the new lots in the system prior to the final map receiving approval;

WHEREAS, the attached list contains properties that were added to the Tax System prior to final maps being filed;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 14th day of November, 2018 that the Township Tax Collector is hereby authorized to delete the taxes incurred on the lots.

**RESOLUTION 2018-161
TOWNSHIP OF MANSFIELD
WARREN COUNTY**

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE ACCEPTANCE OF A MAINTENANCE BOND IN CONNECTION WITH WATTERS ROAD IMPROVEMENT PROJECT

WHEREAS, North American Specialty Insurance Company has posted a Maintenance Bond # 2255482M in conjunction with work performed by Reivax Contracting Corporation in connection with the Watters Road Improvement Project; and

WHEREAS, the Maintenance Bond is in the sum of One hundred Sixty-Nine Thousand Five Hundred Fifty-Two and 78/100 dollars (\$169,552.78); and

WHEREAS, Reivax Contracting Corporation has entered into this contract on the 22nd day of February 2018 for the Watters Road Improvement Project and;

WHEREAS, Reivax Contracting Corporation is required to guarantee the work installed under said contract, against defects in materials or workmanship which may develop during the period beginning on the 27th day of August, 2018 and ending on the 27th day of August, 2020

NOW, THEREFORE, BE IT RESOLVED, in accordance with the recommendation of the Township Engineer, that the Township Committee of the Township of Mansfield accept the two-year Maintenance Guarantee posted by North American Specialty Insurance Company in the amount \$ 169,552.78 be and is hereby accepted.

2018-162

WHEREAS, the Department of Community Affairs requires the Chief Administrative Officer and Chief Financial Officer of every municipality to have certified the Local Government Best Practices Check List; and

WHEREAS, the Check List has been certified by the Chief Financial Officer, Donna Mollineaux, and a copy thereof has been received by each member of the Governing Body; and

WHEREAS, the members of the Governing Body have personally reviewed the Local Government Best Practices Check List; and

WHEREAS, such Resolution of Certification shall be adopted by the governing body.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, hereby states that it has reviewed the check list and ratifies the Chief Financial Officer's filing of the Best Practice Check List to the Department of Communities Affairs on October 29, 2018.

BE IT FURTHER RESOLVED that certified copies are provided to: Division of Local Government Services, Administrator, Clerk, Chief Financial Officer, and Municipal Auditor.

Mrs. Mora Dillon made a motion to approve the Consent Agenda, which was seconded by Mr. Misertino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters
Nays: None
Absent: Mr. Hayes
Abstain: None

ORDINANCE:

ORDINANCE NO. 2018-12

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,
STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING THE TOWNSHIP
CODE TO TRUCKS OVER FOUR (4) TONS REGISTERED GROSS WEIGHT FROM
KOMAR ROAD**

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mansfield, in the County of Warren, State of New Jersey, as follows:

SECTION 1. Section 329-10 of the “Code of the Township of Mansfield is hereby amended by adding thereto in alphabetical order the following NEW additional designations and shall read as follows:

- A. Trucks over four (4) tons registered weight are hereby excluded from the following described part of street, except for the pick-up and delivery of materials on such part of street:

- 1. Komar Road

The effectiveness of this ordinance contingent upon signs being erected as required by N.J.S.A 39:4-198.

SECTION 2. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

SECTION 3. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

SECTION 4. This Ordinance shall take effect after final passage and publication in accordance with law.

Mr. Farino made a motion to introduce Ordinance 2018-12, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: None

ORDINANCE # 2018 –13

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES AND

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

SECTION 1, The salaries per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Committee Members	\$ 3,000	\$ 4,950
Mayor	\$ 300	\$ 660
Deputy Mayor	\$ 270	\$ 330
Insurance Fund Commissioner	\$ 1,350	\$ 1,650
Municipal Clerk	\$ 46,250	\$ 75,000
Municipal Clerk Stipend	\$ 500	\$ 2,000
Elections Officer	\$ 150 / election	\$ 500 / election
Website Administrator	\$ 1,350	\$ 2,000

Deputy Clerk	\$ 21,000	\$ 50,000
Deputy Clerk	\$ 14 / hr	\$ 18 / hr
Depart. Of Health Deputy Registrar	\$ 21,000	\$ 35,655
Depart. Of Health Deputy Registrar	\$ 14 / hr	\$ 18 / hr
Chief Financial Officer	\$ 40,000	\$ 90,000
Acting Chief Financial Officer	\$ 9,000	\$ 65,000
Deputy Treasurer	\$ 9,000	\$ 20,000
Deputy Treasurer Stipend	\$ 500	\$ 5,000
Tax Collector	\$ 10,000	\$ 35,000
Deputy Tax Collector	\$ 27,000	\$ 38,000
Alternate Deputy Tax Collector	\$ 1,000	\$ 2,750
Tax/Finance Clerk	\$ 16,216	\$ 19,820
Tax Search Officer	\$ 900	\$ 1,100
Tax Assessor	\$ 19,800	\$ 26,000
Certified Lists (Tax Assessor)	\$ 560	\$ 685
Assessment Search Officer	\$ 900	\$ 1,100
Tax Assessor Secretary	\$ 4,688	\$ 5,705
Municipal Housing Liaison	\$ 6,000	\$ 8,000
Open Space / Historical Secretary	\$ 233	\$ 350
Environmental Secretary	\$ 840	\$ 1,500
Land Use Board Secretary	\$ 10,000	\$ 18,000
Land Use Board Secretary (Shared Service)	\$ 3,000	\$ 7,000
Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 75 / appearance
Police Chief	\$ 90,000	\$128,000
Police Secretary	\$ 22,000	\$ 46,000

Police Secretary (Temp or Part-Time)	\$ 14 / hr	\$ 17 / hr
Patrolmen	\$ 40,000	\$100,000
Sergeant	\$ 86,140	\$108,000
Lieutenant	\$ 88,494	\$112,000
Police Officer (Temp/Part-Time)	\$ 13.50 / hr	\$ 17 / hr
Detective Stipend	\$ 1,000	\$ 2,000
Corporal Stipend	\$ 1,000	\$ 2,000
EMT Stipend	\$ 1,000	\$ 2,200
K-9 Officer Stipend	\$ 1,000	\$ 2,000
Director Emergency Management	\$ 2,334	\$ 2,852
Deputy Emergency Mgt. Director	\$ 500	\$ 600
DPW Superintendent	\$ 62,546	\$ 80,000
Machine Operator	\$ 30,000	\$ 62,000
Part-Time Laborer/Snow Plow Driver	\$ 10 / hr	\$ 25 / hr
DPW Secretary	\$ 14 / hr	\$ 17 / hr
Certified Recycling Professional	\$ 2,000	\$ 2,500
Recycling Attendant	\$ 30 / hr	\$ 40 / hr
Clean Communities Coordinator	\$ 1,300	\$ 4,000
Judge	\$ 33,817	\$ 99,500
Court Administrator	\$ 43,479	\$ 85,600
Deputy Court Administrator	\$ 25,000	\$ 67,000
Violations Clerk	\$ 11 / hr	\$ 21 / hr
Temporary Violations Clerk	\$ 11 / hr	\$ 15 / hr
Call-Outs	\$ 50 / each	\$ 60 / hr
Court Security	\$ 75 / session	\$ 160 / session

Bonus

\$ 50

\$ 3,000

Mr. Misertino made a motion to approve the introduction of Ordinance 2018-13, which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: None

Mrs. Mora Dillon made a motion to enter into Executive Session at 8:54 pm to discuss two personnel matters, which was seconded by Mr. Misertino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: None

Return from Executive Session at 8:11pm.

Mr. Wenner, Esq. stated that during Executive Session the Committee discussed a personnel matter dealing with the Clerk's Office, and a personnel matter dealing with the DPW copies of these minutes will be available as soon as the Committee feels they are no longer a harm to the public interest.

Mrs. Mora Dillon motion to undertake action discuss in Executive Session, which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: Mr. Misertino

Mr. Misertino made a motion to move forward with the action that was discussed in Executive Session, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: None

COMMITTEE PERSON COMMENTS:

Mrs. Mora Dillon made a motion to appoint Frank Spender Jr, to replace Chris Ghio on the Recreation Committee thru 12/31/2018, which was seconded by Mr. Misertino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: Mr. Hayes

Abstain: None

Mrs. Mora Dillon stated that the tennis court fence has been removed and looks really nice.

Mrs. Mora Dillon made a motion to adjourn at 8:25 pm, which was carried by all.